



STATE OF WASHINGTON  
STATE RECORDS COMMITTEE

*Office of the State Auditor • Office of Financial Management • Office of the Attorney General • State Archives*

*PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900*

**MEETING MINUTE**  
**January 7, 2009 – 1:30 pm**  
**Archives Conference Room, Olympia**

**Members Present:** Steve Ryser (Chair), State Auditor's Office; Jerry Handfield, State Archivist; Marta DeLeon, Attorney General's Office.

**Staff Present:** Russell Wood (State Records Manager); Michele Mallery (Records Management)

**Records Officers/Guests:** Barbara Benson (University of Washington); Millie Brombacher (Department of Social and Health Services); Laura Russell (Office of Superintendent of Public Instruction); Lysa Homen Walker (Department of Labor & Industries); Stacii McKeon (Washington State Liquor Control Board); Shirley Morris (Department of Labor & Industries); John Harvey (Department of Labor & Industries); Judy Arnold (Department of Labor & Industries); Sid McAlpin (Department of Health); Christine Taylor (University of Washington); Karen Clevenger (Department of Parks & Recreation); Brandi O'Shurak (Department of Labor & Industries); Bruce Clark (Department of Licensing); Levi Clemmons (Department of Financial Institutions).

**ROUTINE BUSINESS**

**A. Call to Order:** Steve Ryser called the meeting to order at 1:35p.m.

**B. Introduction of Records Officers/Guests:** All Records Officers and guests were introduced.

**C. Approve December 3, 2008 Minutes:** Ryser called for a motion to approve the December 3, 2008 minutes as amended. Moved by Handfield; seconded by Ryser

**Resolution:** Motion carried.

**D. Adoption of January 7, 2009 Agenda:** Ryser called for a motion to approve today's agenda. Moved by DeLeon; seconded by Handfield

**Resolution:** Motion carried

**E. Announcement from State Archivist**

The State Archivist mentioned he has heard some agencies are eliminating or laying off the Records Officer positions due to budget constraints. He asked if anyone had been a part of this or had any feedback from other records officers. Millie Brombacher from the Department of Social and Health Services said that due to the Digital WAC that was put into effect January 1, 2009, it threw the division into a panic and removed the records officers duties from the Records Officer for the Department of Social and Health Services, and are moving the Records Officer duties into Risk Management effective July 1, 2009. The Department of Corrections has eliminated the Records Officer. The State Archivist strongly urged the records officers if they were affected by this, to let him know so he could write a letter to the Agency heads regarding the importance of Records Officer to their agency.

**II. OLD BUSINESS**

**A. Tabled item from previous meetings:**

**1. Tabled Item from December 7, 2008 meeting**

**Department of Financial Institutions, Office 500 (Consumer Services Division)**

The Department of Financial Institutions revised the description to better explain the records series.

**Action:** Motion to approve: DeLeon, seconded by Handfield

**Resolution:** Motion carried.

**2. Tabled item from December 7, 2009 meeting**

**Office of Financial Management, Office 600 (Information Services Division)**

The Office of Financial Institutions requested the retention schedule be tabled again to have time to work on.

**Action:** Motion to approve: DeLeon; seconded by Handfield.

**Resolution:** Motion carried.

**3. Office of the Superintendent of Public Instruction, Office 420 (School Financial Services)**

The State Archivist met with the Office of the Superintendent of Public Instruction and determined the records series to be Archival. The Archival status was added to the records retention schedule.

**Action:** Motion to approve: DeLeon; seconded by Handfield

**Resolution:** Motion carried.

**4. Washington State Liquor Control Board, Office 330 (Enforcement)**

The Washington State Liquor Control Board clarified with the State Archivist how long these records series go back to, the year 2000, as well as corrected the spelling error.

**Action:** Motion to approve: DeLeon; seconded by Handfield

**Resolution:** Motion carried.

**5.a Department of Labor & Industries, Office 100 (Director's Office)**

The Department of Labor & Industries clarified the records series pertaining to confidentiality.

**Action:** Motion to approve: DeLeon; seconded by Handfield

**Resolution:** Motion carried.

**5.b Department of Labor & Industries, Office 510 (Insurance Services – Claims Administration)**

The State Auditor's Department met with the Department of Labor & Industries to determine retention.

**Action:** Motion to approve: DeLeon; seconded by Handfield.

**Resolution:** Motion carried.

**5.c Department of Labor & Industries, Office 521 (Crime Victims – Bill Payment Unit)**

The State Auditor's Department met with the Department of Labor & Industries to determine retention.

**Action:** Motion to approve: DeLeon; seconded by Ryser

**Resolution:** Motion carried.

**5.d Department of Labor & Industries, Office 625 (DOSH Safety & Hygiene Technical Services)**

The Department of Labor and Industries was to provide further information pertaining to the WAC's relating to this records series. At this time, the Department of Labor & Industries has requested to pull this records retention schedule.

**6. University of Washington Medical Center, Office 17/01/03 (Risk Management)**

The University of Washington Medical Center has requested to withdrawl this records retention schedule.

**7. Department of Social and Health Services, Office 703 (Children's Administration (CA)**

The Department of Social and Health Services has requested to withdrawl this records retention schedule.

### **III. NEW BUSINESS**

#### **A. Action Items for Committee Review/Approval**

##### **1. Western Washington University**

Records Retention Schedule for Office 486 (Human Services Rehabilitation), dated December 15, 2008

**Action:** Motion to approve: DeLeon; seconded by Handfield.

**Resolution:** Motion carried.

Records Retention Schedule for Office 810 (Environmental Health and Safety), dated December 15, 2008

**Action:** Motion to approve: DeLeon; seconded by Handfield

**Resolution:** Motion carried

##### **2. Department of Health**

Records Retention Schedule for Office 350 (Office of Human Resources), dated December 4, 2008

**Action:** Motion to approve: DeLeon; seconded by Handfield

**Resolution:** Motion carried.

##### **3. Department of Licensing**

Records Retention Schedule for Office 421 (Title and Registration – IRU/Communications/Imaging), dated December 9, 2008

**Action:** Motion to approve: DeLeon; seconded by Handfield

**Resolution:** Motion carried.

##### **4. Washington State Parks and Recreation**

Records Retention Schedule for Office 460 (Planning and Research), dated November 24, 2008

**Action:** Motion to approve: DeLeon; seconded by Handfield

**Resolution:** Motion carried.

##### **5. Washington State Patrol**

Records Retention Schedule for Office 700 (Communications Division), dated November 25, 2008

**Action:** Motion to approve: DeLeon; seconded by Handfield

**Resolution:** Motion carried.

##### **6. Department of Social and Health Services**

Records Retention Schedule for Office 703 (Children's Administration (CA), dated December 8, 2008

**Action:** Motion to approve: DeLeon; seconded by Ryser

**Resolution:** Motion carried.

Records Retention Schedule for Office 703 (Children's Administration (CA), dated October 10, 2008

**Action:** Motion to approve: DeLeon; seconded by Ryser

**Resolution:** Motion carried

##### **7. Department of Labor & Industries**

Records Retention Schedule for Office 460 (Factory Assembled Structures (FAS), dated November 21, 2008

**Action:** Motion to approve: DeLeon; seconded by Handfield.

**Resolution:** Motion carried.

Records Retention Schedule for Office 480 (Electrical Administration), dated December 9, 2008

**Action:** Motion to approve: DeLeon; seconded by Handfield

**Resolution:** Motion carried.

- Records Retention Schedule for Office 670 (Division of Occupational Safety and Health (DOSH) – Consultation, Education and Outreach – Administration), dated December 3, 2008

**Action:** Motion to approve: DeLeon; seconded by Handfield.

**Resolution:** Motion carried.

## **8. University of Washington**

Records Retention Schedule for Students in Service, Bothell, Seattle and Tacoma, December 3, 2008

**Action:** Motion to approve pending correction of cut-off to "Completion of Term or Last Contact" DeLeon; seconded by Ryser

**Resolution:** Motion carried.

Records Retention Schedule for Office 09/01 (Financial Services), dated December 2, 2008

**Action:** Motion to approve pages 1 and 7. The State Records Manager to sign pages 2-6: DeLeon; seconded by Handfield

**Resolution:** Motion carried.

Records Retention Schedule for Office 09/04 (Records Management Services), dated December 2, 2008

**Action:** Motion to approve: DeLeon; seconded by Handfield

**Resolution:** Motion carried.

Records Retention Schedule for Office 10/09 (Disability Services Office), dated December 2, 2008

**Action:** Motion to approve: DeLeon; seconded by Handfield

**Resolution:** Motion carried.

Records Retention Schedule for Office 33/02 (OMA: Counseling Center), dated December 3, 2008

**Action:** Motion to approve: Handfield; seconded by DeLeon

**Resolution:** Motion carried.

## **9. Washington State Liquor Control Board**

Records Retention Schedule for Office 217 (Wine/Beer Reporting), dated December 3, 2008

**Action:** Motion to approve: DeLeon; seconded by Ryser

**Resolution:** Motion carried.

Records Retention Schedule for Office 330 (Enforcement), dated December 3, 2008

**Action:** Motion to approve: DeLeon; seconded by Handfield

**Resolution:** Motion carried.

Records Retention Schedule for Office 330/335 (Enforcement), dated October 9, 2008

**Action:** Motion to approve: DeLeon; seconded by Handfield

**Resolution:** Motion carried.

Records Retention Schedule for Office 335 (Enforcement), dated October 8, 2008

**Action:** Motion to approve pending correction to total year retention: DeLeon; seconded by Ryser

**Resolution:** Motion carried.

Records Retention Schedule for Office 424 (Retail), dated December 3, 2008

**Action:** Motion to approve: Handfield; seconded by DeLeon

**Resolution:** Motion carried.

Records Retention Schedule for Office 430 (DC), dated December 3, 2008

**Action:** Motion to table to determine if this records series is only applicable to employees: DeLeon; seconded by Handfield

**Resolution:** Motion carried.

#### IV. OTHER BUSINESS

##### A. Review of Community and Technical College Sector Records Retention Schedule

1. Commenced review of Community and Technical College Sector Records Retention Schedule which has not been revised since 1998, due to timing constraints, this will be discussed at the next meeting.

##### B. SRC 2009 Meeting Schedule

1. Local Records Committee meets every other month
2. RCW states SRC to meet Quarterly, the state records manager suggested the Committee meet every other month.
3. University of Washington suggested to cut down the length of the time of the meeting by having the committee members contact records officers with questions
4. The SRC committee agreed to continue to meet monthly.

##### C. Announcements from the State Archivist

1. There was an editorial in Tacoma News Tribune, as well as front page article in the Olympian, regarding an Olympia Councilman's inappropriate email messaging during a public meeting.
2. The Digital Archives received a comment on their site. There is a section that allows input from users and a comment was left stating that they knew who killed a specific individual and falsely testified in court to obtain a portion of the estate. This person also said they regretted doing so and asked the Digital Archives to refer to the proper authorities. The State Archivist forwarded the message to federal authorities.
3. The State Archivist announced the 3<sup>rd</sup> annual Records Management Workshop is being held January 26, 2009. This is open to both local and state governments.

#### V. NEXT MEETING

When: February 4, 2009 - 1:30pm

Where: Archives Conference Room, Archives and Records Building, Olympia

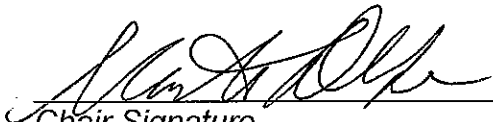
#### VI. ADJOURNMENT

**Action:** Motion to adjourn: DeLeon seconded by Handfield

**Resolution:** Meeting adjourned 3:55 p.m.

#### CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:

*I, Steve Ryser, Chair of the State Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the State Records Committee of the Secretary of State, Archives and Records Management Division, held in the State Archives Building conference room on January 7, 2009, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington and that a quorum was present.*

  
Chair Signature  
Vicechair

3/4/09  
Date